



MIAMIBEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 098-2013

LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Kathie G. Brooks, Interim City Manager

DATE: March 27, 2013

SUBJECT: Upcoming Staffing Transitions

The purpose of this Letter to Commission (LTC) is to advise the City Commission of the upcoming staffing transitions that will be taking place as we look forward to Jimmy Morales beginning his tenure as City Manager effective Monday, April 1, 2013.

I have been fortunate enough to have been surrounded by a team of talented individuals who have supported me during my interim appointment. During this transitional period, a number of individuals stepped up to the plate and accepted additional roles responsibilities in order to ensure a seamless transition while the City recruited for a permanent City Manager.

Max Sklar has been serving as an Interim Assistant City Manager since July 2012. During his interim assignment, Max has provided outstanding leadership and direction for this organization. In discussing the transition with the Incoming City Manager, although Max has fulfilled his "acting" assignment, Max will be moving to an expanded role as the Director of Tourism and Cultural Development and Economic Development, incorporating the formerly separate Economic Development Division. This responsibility will be a huge undertaking as the City continues to move forward with the redesign of the Miami Beach Convention Center. Max has demonstrated that he maintains the skill set to be successful in this expanded role. During his interim tenure as Acting Assistant City Manager, some of his major accomplishments include:

- Approved selection of web hosted parks and recreation software
- Amended the Miami Beach Botanical Garden Lease to allow for new rental rates.
- Amended the City's Special Event Guidelines and Ordinance to created enhanced penalties and streamline the review and approval process.
- Amended the City's Film and Print Guidelines and achieved consensus between the film industry and the community on amendments to the residential film guidelines.
- Supported the formation of the newly created Tennis Advisory Committee
- Awarded a new contract for fireworks and pyrotechnics for July 4th.
- Approved and executed a new lease with Design Miami
- Negotiated a new agreement with Professional Course Management (PCM) for management of the City's golf course, which is anticipated to be considered by the City Commission in April 2013.
- Issued Invitation to Negotiate for Food and Beverage Services at the Miami Beach Convention Center.
- Extended North Beach Food and Truck and Music Fest through September

2013.

- Approved concession agreement with Miami Beach Cinematheque
- Approved design of new trash and recycling containers in conjunction with Coca-Cola
- Assisted in the community outreach and education efforts for the referendum for resort tax increase of 1% on hotel rooms citywide to assist in funding improvements and maintenance of the Miami Beach Convention Center.
- Approval of memorial bench honoring I. Stanley Levine.
- Approval of lease agreements with Representative Richardson and County Commissioner Barreiro.
- Began negotiations with the Police Athletic League for amendments to lease.
- Achieved consensus and obtained approval for the installation of a fence along the Normandy Shores Golf Course behind the multi-family buildings along South Shore Drive.
- Completed the Affordable Housing Advisory Committee 3 year review of review the City's established policies and procedures, ordinances, land development regulations, and adopted local Comprehensive Plan
- Developed Major Event Plan and successfully deployed enhanced staffing for New Year's Eve, Orange Bowl Game and Bowl Championship Series (BCS).
- Developed Major Event Plan and deployed enhanced staffing for Spring Break 2013.
- Helped move the Convention Center Development and Expansion Project forward with the shortlisting of 2 developers to create a convention center district master plan to work with City to prepare a detailed proposal for the MBCC District that will include, but not limited to, a master plan for the site, project renderings, a breakdown of proposed uses, proposals for enhancing public open spaces, renovation and expansion plan for the convention center facility, the financing plan including at minimum a 30-year financial pro forma, a preliminary traffic impact analysis, and any request for public assistance. The public engagement process began with a goal of identifying 1 developer by June 2013.
- Issued an RFP for the Management and Operation of the City's Tennis Centers.
- Hosted the 2012 South Beach International Amateur Golf Tournament.
- Implemented the Condominium Ombudsman position

In July 2012, Carla Gomez was appointed to serve an interim appointment as the Special Projects Administrator for the City Manager's Office. During this interim appointment, Ms. Gomez has been instrumental in providing leadership and support throughout the organization. In addition to her responsibilities as the Special Projects Administrator, in December 2012, Ms. Gomez began functioning in a dual role when she was formally appointed as the Human Resources Assistant Director. Due to the absence of a Human Resources Director, Ms. Gomez assumed additional oversight of the day-to-day operations of the Divisions of Recruitment, Compensation, Benefits and Risk Management of the Human Resources Department. Since July 2012, Ms. Gomez has made a number of contributions to the organization including:

- Worked with the Budget Advisory Committee on recommendations for Pension Reform
- Serves as a Trustee for the Miami Beach Employees' Retirement Plan
- Serves as the City Liaison for the City's Personnel Board

- Contributes at the Budget Advisory Committee on the analysis of the City's medical plans.
- Participates as a contributing member of the City's Labor Negotiations Team.
- Coordinated the City's Annual One Team One City Annual Family Picnic.
- Participated in the recruitment of the City's new Risk Manager.
- Served as City Manager's liaison to the Mayor and Commission.
- Researched and prepared the Administration's response to various issues such as inquiries from the Mayor and City Commission, residents and community groups.
- Conferred with the Interim City Manager on policy matters and proceeded as appropriate to ensure implementation and compliance.
- Coordinated internal reviews of complex, sensitive personnel matters impacting delivery of City services.
- Provided research and substantive support to the Interim City Manager during Commission meetings.
- Coordinated various City Departments' response to address community needs.
- Assisted in the updating of strategic plans and goal alignments during the transition of the Interim City Manager.
- Represented the Interim City Manager before employee groups and committees and provided policy direction on her behalf.
- Reviewed and made recommendations to the Interim City Manager on correspondence, memorandums and reports and coordinated the response as required.
- Recommended curriculum for management training covering ethics, new disclosure policy requirements, personnel matters, and organizational efficiency.

With the start of the new City Manager on April 1, 2013, Ms. Gomez will have fulfilled her interim assignment as my Special Projects Administrator and will be able to focus her efforts as the Human Resources Assistant Director.

I would like to thank Max and Carla, as they move on to different roles, for their contribution in moving the City forward in the past nine months.

KGB/CMG